



**2. Standards** . When Air Force instructions and policies governing fire protection and prevention don't give specific guidance in an area of concern, National Fire Protection Association (NFPA) and Air Force Occupational Safety and Health (AFOSH) criteria will apply.

**3. Responsibilities** . Fire prevention is the responsibility of all personnel, military and civilian. All must actively promote and enforce sound fire prevention practices. Mission requirements are paramount; therefore, unsafe acts must not be permitted. CEF, Safety (SE), and respective units must maintain close coordination.

**3.1. Unit Commanders and Supervisors** . Commanders and supervisors at all levels are responsible for a sound fire prevention program in each facility or areas under their jurisdiction and will:

3.1.1. Appoint facility managers to be responsible for fire prevention in their respective facilities and advise CEFT of fire hazards which can not be corrected by unit personnel.

**NOTE:**

In those facilities occupied by more than one organization with unrelated functions, the unit commander of the organization occupying the majority of the facility may request other unit commander(s) to appoint, in writing, an individual as alternate manager. The duties performed by this individual will be the same duties performed by the primary manager.

3.1.2. Immediately inform CEFT if any fire extinguishers are empty or damaged or if any installed fire protection system has been damaged (by accident or other means).

3.1.3. Develop an operating instruction (OI) for units to follow in case a fire is discovered. Briefings on OIs are conducted as deemed necessary at Commander's Calls or other appropriate gatherings. The instructions and briefings should include fire reporting, personnel evacuation, safeguarding classified material, operation of first-aid firefighting equipment, and sound fire prevention practices. The content and attendance at these briefings should be documented and kept as a matter of record. CEFT personnel are available for assistance.

3.1.4. Ensure a complete fire prevention orientation is given to all assigned personnel including managers and supervisors. CEFT personnel are available for assistance. Supervisors at all levels are responsible for enforcing sound fire prevention practices in their work areas. Before leaving at the end of the workday, check to make sure they are secure and free from fire hazards. See Attachment 1 for a suggested checklist.

3.1.5. Ensure fire prevention inspections are made in facilities, rooms, or areas which are under continuous lock and key. Arrangements must be made for access to these facilities for fire inspectors who perform scheduled fire prevention inspections. If security restrictions prohibit the fire inspector's access to these areas, then commanders, supervisors and facility managers are fully responsible for the fire safe conditions of the restricted areas.

3.1.6. Initiate appropriate administrative or disciplinary action when there is willful misconduct or negligence involving fire prevention policies established in applicable instructions and fire loss to government property. This includes, but is not limited to, vandalism, theft, misuse or abuse of installed or portable fire protection equipment, and malicious submission of false alarms.

**3.2. Facility Manager** . Each facility manager is responsible to the commander or supervisor for the firesafe condition of the facilities under his or her jurisdiction. The facility manager or an alternate

facility manager designated at the time of inspection accompanies the fire inspector during the scheduled fire prevention inspection and takes immediate corrective action if fire hazards are noted during the inspection. Return any AF Forms 1487, Fire Prevention Visit Report, issued as a result of fire hazards or deficiencies to CEFT within the time limit indicated on the report. Corrective action taken shall be specified in item 12 of the form. The facility manager's duties include the daily inspection of buildings or areas under his or her jurisdiction. Managers must also make sure that all self-help and other type project requests for their facilities are sent to the Base Civil Engineer (CE) on AF Form 332, Base Civil Engineer Work Request. All work requests must be coordinated for approval through Fire Prevention Technical Services (CEFT), 377 ABW Ground Safety (SEG) and Environmental Management (EM), and then forwarded to Base Civil Engineer (BCE) for final approval or disapproval. This work request process also includes those projects that are generated by individual base units (including associate organizations) through their own contract process or through the local base Contracting Directorate.

3.2.1. Initiate necessary actions requiring assistance from CE personnel in the correction of hazardous conditions.

3.2.2. Attend an initial orientation training given by the assigned fire inspector.

3.2.3. Ensure that all personnel are familiar with the location and operating procedures for all first-aid firefighting equipment installed in their work areas. CEFT personnel will assist in this training

3.2.4. Will conduct a visual inspection at least monthly of all installed building fire-alarm detection systems and fire extinguishers. **(Change 1) Document monthly fire extinguisher inspections on a KAFB Form 14, *Fire Extinguisher Record*, which must be attached to each extinguisher.** The inspection will include physical appearance of all components for evidence of tampering, damage, or abuse which may render the systems or extinguishers inoperative. All damaged or faulty equipment will be promptly reported to CEFT, 846-8305, for timely correction.

**3.3. Managers .** Managers of places of public assembly and recreational facilities must ensure that necessary actions are taken to prevent fires.

3.3.1. Managers will conduct a daily closing inspection of their facilities.

3.3.2. Periodic inspections will be made by a CEF supervisor or representative of CEFT on a spot-check, no-notice basis.

3.3.3. The managers or on-duty kitchen supervisor will visually inspect installed hood and duct fire extinguishing systems daily and promptly report any impairment or depletion of the system to CEFT, 846-8305, for timely correction.

3.3.4. The managers will keep an employee certification system to show training and knowledge of fire prevention responsibilities including date of initial training and quarterly drills.

3.3.5. The managers will report events which require special decoration or unusual arrangements to CEFT, 846-8305, before the event and the special decorations are installed or put up.

3.3.6. The managers or on-duty kitchen supervisor must ensure that all cooking hoods and ducts have grease filters in place and the exhaust system is operating at all times when cooking. Filters will be cleaned each day. Each hood and duct will be cleaned by a certified cleaning contractor as often as necessary to prevent accumulation of grease.

3.3.7. Managers must ensure that deep-fat fryers have dual thermostats. The primary will be set at 400 degrees Fahrenheit; secondary will be set at 475 degrees Fahrenheit. Each thermostat will be tested annually by the appropriate CE shop which will prepare necessary documentation to verify the test has been conducted on a recurring basis in accordance with the procedures set forth in the National Electric Code (NEC) 70.

**3.4. Sponsors .** Sponsors are responsible for the firesafe condition of their individual military family quarters and will ensure that:

3.4.1. The fire reporting telephone number, 911, is affixed to each telephone in the quarters. Telephone stickers are available at CEFT, second floor of Bldg 10129.

3.4.2. Smoke detectors are tested monthly and immediately reported if found to be faulty.

3.4.3. He or she has viewed the fire prevention video tape program which is shown to the sponsor by the base housing office prior to issuing the keys of the assigned quarters.

**3.5. Contractors and Concessionaires .** All contractors and concessionaires doing work or services on KAFB will comply with NFPA codes, AFOSH standards, and local fire prevention policies and procedures. Contractor personnel will receive a fire prevention orientation, conducted by a representative of CEFT, during any scheduled preconstruction conference. A copy of the contractor's fire prevention instructions will be given to each contractor at the preconstruction conference and will be posted in the project work area for the duration of the construction or service contract. Contractor supervisors are responsible for the enforcement of general requirements and special instructions concerning safe fire prevention practices in the project specifications. Supervisors of personnel performing work or services on KAFB will ensure that employees are familiar with local fire reporting procedures and the use of the first-aid firefighting appliances, e.g., fire extinguishers, hose stations, etc.

**3.6. Maintenance and Construction Functions (Base, Associate, and Temporary Duty Units):**

3.6.1. Before performing "hot work," e.g., welding, cutting, lead melting, tar pots, etc., or operating other flame-producing devices, the supervisor of such operation will contact CEFT in Building 01029, 846-8305, for an AF Form 592, USAF Welding, Cutting and Brazing Permit. Preparation of the form is self-explanatory. Requests for this permit should be made 24 hours in advance of starting the work. To preclude any delay in the work operation, the responsible supervisor will ensure that adequate fire prevention measures have been taken before beginning and completing the work.

3.6.2. When not in use, keep flammable liquids and paints in closed metal or other approved containers. Store and handle these materials according to AFOSH Standard 127-43, Flammable and Combustible Liquids.

3.6.3. Remove any accumulation of combustible waste materials from the building at the end of each workday and discard into a designated trash dumpster. Keep the area outside of buildings undergoing work reasonably free of trash or other discarded combustibles.

3.6.4. Nonessential electrical devices, e.g., saws, sanders, compressors, extension cords, lights, etc., will be disconnected at the end of each workday.

3.6.5. Before the end of each workday, the supervisor will make an inspection of the area to ensure it is left in a firesafe condition.

**4. Disposition of Documentation .** Dispose of documentation created by this publication according to AFR 4-20 V2, Disposition of AF Records-Records Disposition Schedule.

***Section B—Reporting, Evacuating, and Inspecting***

**5. Reporting Fires .** Supervisors will ensure that all personnel under their jurisdiction know the location of the nearest administrative telephone or the nearest fire-reporting phone. Report all fires, regardless of size, to the KAFB fire department using one of the following methods:

**5.1. On-Base Telephone .** To report a fire using an administrative telephone, dial 911. Tell the fire dispatcher, "I wish to report a fire in (number of building or area)." Then tell the operator your name and remain on the line until the operator indicates he or she has all the needed information. Facility managers must ensure that the fire reporting number (911) is affixed to each telephone in their buildings. Telephone stickers are available at CEFT.

**5.2. Family Housing, Off-Base Telephone Prefix .** To report a fire in family housing, dial 911. Tell the fire alarm center operator the street address and location of the fire, your name, telephone number and condition and location of other family members. Remain on the line until the fire alarm center operator releases you.

**5.3. Manual Pull Box .** Pull lever down to activate the alarm. This will break the glass and move an inside toggle switch to the "ON" position. All fires reported by this method will be promptly reported to the fire department by dialing 911 on an on-base telephone.

Absence of Specific Instructions. In the event of fire, when there are no other specific instructions:

5.3.1. Warn all occupants of the fire danger.

5.3.2. Call the fire department at 911.

5.3.3. Try to extinguish the fire with available first-aid firefighting appliances but do not endanger your life.

5.3.4. If time permits, close all windows and doors in the fire area and disconnect electrical appliances.

5.3.5. Meet or have someone meet the firefighters and direct them to the area of the fire.

**5.4. False Alarms .**

5.4.1. To eliminate false alarms, responsible personnel will notify the Fire Alarm Communication Center at 846-8069 before performing any test, maintenance, or repair of installed fire evacuation alarms, automatic detection and suppression systems or rehabilitation of any facility where the possibility of an accidental fire alarm exists.

5.4.2. The reporting of a fire by any person, under any circumstance other than when an actual fire exists, is prohibited and subjects the person to disciplinary action.

**6. Evacuation and Employee Emergency Action Plans .** Evacuation plans will be posted in all youth centers, child care centers, nurseries, and school facilities.

6.1. A representative from CEFT will review and approve evacuation plans.

6.2. In addition to evacuation plans in child care centers, a quick reference showing the number of children and attendants in the building will be posted inside the main entrance where it is readily visible to firefighters.

**6.3. Employee Emergency Plans .** Each supervisor, in conjunction with the facility manager, will develop an emergency action plan. This plan will be written, will be kept in the workplace and made available for employee review. This emergency action plan may be a consolidated building emergency evacuation plan. If the building is a joint occupancy building, the supervisor will ensure employees are briefed on all identified hazards within the building. The supervisor will review the plan with all new employees. The supervisor will review the plan annually with employees and also each time responsibilities or designated action changes or whenever the plan is changed. Employees designated to perform duties under the plan will be trained on these duties before the plan is implemented.

6.3.1. The plan will cover the following elements:

6.3.1.1. All known hazards in the work area will be identified including how to identify signs of possible exposure to hazards, i.e., electric failure of equipment, poly chlorinated biphenyls (PCB), containing light ballast failure, chemicals or flammable items, etc., will be addressed.

6.3.1.2. Emergency escape procedures and escape route assignments.

6.3.1.3. Procedures to be followed by employees who need to remain to perform critical operations before they evacuate.

6.3.1.4. Procedures to account for all employees after emergency evacuation is complete.

6.3.1.5. Notification procedures to alert all building occupants and the fire department.

**7. Evacuation Drills .** Facility managers will conduct fire evacuation drills, as outlined below, to familiarize personnel with actions required when an emergency warrants total evacuation of a facility. Emphasis will be on the orderly evacuation of personnel. If any organization wishes to use installed alarm systems for announcing drills, facility managers will coordinate with CEFT,

846-8305, to have systems operated for this purpose. Send an after-action report indicating the number of personnel participating and the date and time of the drill to CEF within 10 working days.

7.1. Child care centers, nursery, and before and after school programs shall have monthly fire evacuation drills. These will be monitored by a senior staff member or fire department representative.

7.2. Places of public assembly will have fire evacuation drills quarterly. These drills will involve employees only (no patrons).

7.3. Educational facilities (schools) will have at least two fire evacuation drills during the first two weeks of school and eight additional drills during the school year.

7.4. Facilities possessing or storing munitions (where occupied by personnel) will have semiannual fire evacuation drills.

7.5. Warehouses, industrial shops and laboratories will have fire evacuation drills annually.

7.6. Evacuation drills in facilities other than those listed above will be conducted at the discretion of the commander or facility managers having jurisdiction when it is felt that building layouts may present some difficulty to occupants when evacuating under emergency conditions. When it is evi-

dent that personnel are not familiar with proper emergency procedures, the Assistant Chief of Technical Services (CEFT) will ensure that facility occupants become familiar with proper procedures through coordinated training sessions recommended to the responsible supervisors.

## **8. First-Aid Firefighting Equipment .**

8.1. The Extinguisher Maintenance Section (CEFT) will mount all fire extinguishers (with the exception of extinguishers installed on aircraft, vehicles, boats, and other special equipment) used for the protection of buildings, structures, storage areas, etc., under the direction of the Assistant Chief of Technical Services or his or her representative. Coordinate with CEFT before relocating any installed fire extinguishing equipment.

8.2. All fire extinguishers will be accessible and free from the possibility of mechanical damage. Extinguishers will not be blocked or obstructed at any time. Report any discrepancies noted during the building manager's daily inspection to CEFT. The using organization will take extinguishers to Building 20673 (Kirtland-East) for any needed replacement or servicing (846-8306).

8.3. Responsible flight line supervisors and crew chiefs must ensure that flight line extinguishers are:

8.3.1. Strategically placed around aircraft as required by AFOSH Standard 127-56, Fire Protection and Prevention, and Technical Order 00-25-172, Ground Servicing of Aircraft and Static Grounding/Bonding.

8.3.2. Located in an area where they do not become a hazard to aircraft or other equipment.

8.3.3. Serviceable and available when needed. Fire extinguishers requiring servicing must be taken to CEFT Extinguisher Maintenance, Building 20673, 846-8306.

8.3.4. Not used as a "catch all" for the disposal of trash or other debris or used as ladders, equipment stands, or personal clothing hangers.

8.3.5. Reported to the unit commander or supervisor and CEFT when there is any indication of vandalism, theft, misuse, or abuse of fire protection equipment.

## ***Section C—Fire Hazards (General).***

**9. Open Burning and Flames .** Open burning on the KAFB complex is prohibited with the following exception, and then only with prior approval of the KAFB Fire Chief and proper coordination with Environmental Management (EM): Burning is allowed between 1000 and 1600 with combustion to be completed or extinguished by 1600 when the Air Pollution Potential Index is under 50.

### ***NOTE:***

Open burning of animal waste, green plants or leaves, tar products, oil, rubber, plastic, or like materials which produce dense smoke is prohibited even in cases where open burning is otherwise allowed.

**10. Fireworks .** Storing, handling, or discharging of fireworks of any type or description is strictly prohibited unless specifically approved by the Base Commander.

**11. Decorations .** Combustible material, flammable evergreen trees and branches, or any other combustible will not be used for decorative purposes without prior approval of the Fire Chief or designated repre-

sentative. All store bought or contractor provided decorations to be used in base facilities will be inspected by Technical Services (fire prevention/846-8305) personnel prior to use and must be marked with approved fire resistant capability by the manufacturer. After the inspection, Technical Services personnel will direct the necessary fire prevention measures to be taken. Sponsors of family housing residents are also required to use only those decorations marked as previously stated.

## **12. Housekeeping .**

12.1. No combustible materials will be stored under buildings or stairways, piled against buildings or in front of doors or exits. Do not permit weeds and other vegetation to grow excessively or accumulate adjacent to buildings, fuel tanks, munitions storage, aircraft, parking areas, and similar locations. Areas under loading docks will be free of waste materials, scrap papers, and other windblown debris.

12.2. Keep bulk storage of steel wool to a minimum. Store loose portions of steel wool in closed metal containers.

12.3. Restrict storage under stairwells to nonflammable, noncombustible materials. Use this area only if such storage does not impair movement of personnel.

12.4. Deposit trash and waste combustibles in trash containers. When containers are full, the building occupants must remove them from the building to an outdoor container.

## **13. Vehicles .**

13.1. Do not park vehicles inside any building unless the building is a recognized garage or vehicle storage facility. Exceptions may be made in the event mission accomplishments may be jeopardized, but only with written authority of the KAFB Fire Chief.

13.2. Drivers noticing the approach of responding fire equipment, hearing sirens, or observing flashing red lights, must immediately yield the right-of-way and stop. Traffic will remain stopped until the last emergency vehicle has passed. Do not follow responding fire equipment at a distance less than 500 feet. At no time will a vehicle attempt to pass or overtake responding fire equipment or firefighters operating at an emergency scene.

### ***Section D—Fire Hazards (Specific).***

## **14. Control of Smoking and Disposal of Smoking Materials .**

14.1. Smoking (cigars, cigarettes, pipes) is prohibited in all Air Force facilities except recreation areas designated by the installation commander and in assigned government housing. Smoking is prohibited at points of ingress and egress of facilities. Only fire, explosives, or safety hazard areas require “No Smoking” signs. Unless a “Designated Smoking Area” sign is posted, all areas are “no smoking” areas.

14.2. Smoking in bed is prohibited. Signs reading “Smoking in Bed Prohibited” will be conspicuously posted on the bulletin boards in all bachelor officers’ quarters (BOQs), dormitories, visiting officers’ quarters (VOQs) and transient quarters including all temporary family living quarters (TLFs).



14.3. Smoking is prohibited within 50 feet of hangars used to store aircraft or parked aircraft and within 100 feet of aircraft refueling or defueling or fuel cell repair operations and maintenance functions.

14.4. Areas in special or unique type facilities approved by the installation commander for smoking will be appropriately posted with designated smoking area signs and markings and will have sufficient receptacles for disposing of smoking wastes. Appropriate warning signs, such as "Designated Smoking Area," "No Smoking," and "No Smoking Beyond This Point," will be provided by the requesting activities and conspicuously posted in the areas. Responsible supervisors will make an inspection of smoking areas at the end of each work shift.

14.5. Use metal type containers with closeable lids, stenciled "Smoking Materials Only" for the disposal of smoking materials. Thoroughly wet smoking materials before disposal in outside dumpster or trash receptacles to preclude any chance of hot ashes igniting other combustible waste..

## **15. Self-Service Fuel Dispensing .**

15.1. Equip each organization's self-service fuel dispensing tank with bonding, automatic self-closing nozzle, and a manual shut-off valve at the tank outlet. Place an appropriate fire extinguisher at the storage unit. Get approval from CEF, SE and EM before self-service tanks are used.

15.2. Vehicle operators will turn off ignitions and very high frequency or ultra high frequency radios while vehicles are being serviced with fuel. Smoking is strictly prohibited in the area.

## **16. Electrical .**

16.1. Only a qualified electrician, approved by CE, can make any installation or alteration of electrical wiring or apparatus.

16.2. Do not use extension cords in place of permanent wiring. KAFB fire inspectors must approve temporary use of extension cords.

16.3. Building managers must approve the use of electric timers for preheating water or for preparing coffee and advise CEFT of the exact location in office or shop and building number.

16.4. Disconnect nonessential electrical devices and appliances at the end of each workday.

## **17. Heating .**

17.1. Keep flammables and combustibles a safe distance from stoves and heaters.

17.2. The use of portable electric heaters is, in general, prohibited in the interest of energy conservation. The Base Civil Engineer must approve their use in those facilities where installed heating systems are insufficient or nonexistent. When use is approved, only portable heaters with a thermostat control, tip-over safety switch, and bearing a recognized testing laboratory seal of approval are permitted for use in base facilities. Place heaters away from hallways, walkways, and doorways and away from contact with combustibles. Locate them where electrical cords are not subject to damage from any source. Disconnect heaters when left unattended.

17.3. CE or an authorized contractor will service or repair gas or other type heaters.

## **18. Outside Storage .**

18.1. For firefighting purposes, storage will not be situated so that it blocks access to any part of the building.

18.2. The using activity will immediately cover or remove oil or grease spillage in storage areas.

### ***Section E—Fire Prevention in Dormitories.***

**19. Dormitories .** The term dormitory includes bachelor officers' and airmens' quarters, very important person (VIP) quarters, and all transient visiting quarters.

**20. Responsibilities .** The relaxed atmosphere of dormitories makes these areas of special interest in fire prevention.

**20.1. Commanders and Supervisors .** Commanders and supervisors will ensure there is a continuous fire prevention and education program for dormitory personnel and will enforce the policies listed in paragraph 21 of this instruction.

**20.2. Occupants .** Occupants are responsible for the firesafe condition of their rooms and community areas. They will make a check of their rooms for fire hazards before they are secured.

### **21. Restrictions .**

**21.1. Cooking .** Cooking with oils and grease and preparation of grease-laden foods in dormitories is prohibited unless a kitchen facility is provided for this purpose. Items such as hot-air popcorn poppers, microwave ovens, and coffee makers may be used in individuals' rooms when authorized, after inspection and approval by the unit commander and facility manager. No appliances producing grease-laden smoke are permitted for use in sleeping rooms.

**21.2. Open Flame Devices .** Open flame devices, such as candles or sterno warmers, will not be used in dormitories at any time.

**21.3. Electrical .** The use of hot plates or other similar food-warming devices and modification to electrical equipment or to installed electrical circuitry and devices is prohibited. Nonessential electrical appliances and equipment will be unplugged when a room is left unattended.

**21.4. Smoking .** Since smoking is the greatest contributor to fires in dormitories, the following controls are necessary to reduce the fire probability:

21.4.1. Smoking in bed is prohibited.

21.4.2. Placing ash trays on bedding or beds is prohibited.

21.4.3. Only safety ash trays will be used in sleeping rooms and community areas.

21.4.4. Ash trays will be emptied into self-closing metal containers.

**21.5. Hazardous Operations .** Hazardous operations, such as ammunition reloading, major wood-working, painting, and cycle and auto maintenance, are prohibited. This is not intended to eliminate hobbies, such as model airplane building. Flammables in very small quantities for such purposes are permitted if established safety procedures are complied with in use and storage. Flammables beyond this scope are not allowed. Personnel are encouraged to use base hobby and recreational facilities whenever possible.

**21.6. Decorations .** Decorations placed either inside or outside of base buildings (includes on-base housing) will be noncombustible or fire retardant.

**21.7. Motorized Equipment .** Parking or storing motorized equipment, such as motorcycles and lawn mowers inside a dormitory facility or living areas of on-base housing is strictly prohibited. Inside storage of fuels, oils, and lubricants for this equipment is also prohibited.

**21.8. Fireplaces .** The use of fireplaces in on-base housing quarters presents an additional fire hazard condition and, therefore, requires constant surveillance when in use. The following fire safety practices and procedures will be complied with:

21.8.1. Before lighting any fire, remove all unnecessary combustible materials from around the fireplace area.

21.8.2. Check to see that the flue is open. The flue must remain open while the fireplace is in use.

21.8.3. Each fireplace will be equipped with appropriate protective screens or heat tempered glass enclosure placed immediately over fireplace opening. These protective devices will be kept in front of the fireplace opening when a fire is burning.

21.8.4. The fireplace will not be left unattended when a fire is burning. Personnel will ensure that the fire is completely out before leaving the immediate area.

21.8.5. Before closing the flue, be sure that the fire is completely out and that the ashes are cold before removing.

21.8.6. The fireplace will not be used for burning trash or similar material; only firewood will be burned in a fireplace.

21.8.7. Only a reasonable amount of firewood will be burned in the fireplace. This is to preclude a large fire, which radiates sufficient heat to dry out floors and furniture and increases the risk of an uncontrolled fire.

21.8.8. Firewood supply will be stored outside the building. Accumulation of firewood in the vicinity of the fireplace is prohibited.

21.8.9. Large quantities of ashes will not be permitted to accumulate in a fireplace. Ashes will be allowed to cool before they are removed. When removed, they will be placed in a closed, metal container away from the building. This metal container will be emptied as necessary to prevent overflow.

21.8.10. Fire logs will be burned in a proper-sized grate. No fire is permitted without using a grate.

21.8.11. Ensure that chimneys and flues are inspected, scheduled for cleaning as necessary, and cleaned in a timely manner.

21.8.12. All personnel using fireplaces are responsible for the safe operation of these facilities. Safe fire prevention practices will be enforced at all times.

**22. Application .** All other provisions within this instruction are applicable to all base facilities when pertinent, including on-base housing units.

**23. Forms Prescribed .**

- 23.1. AF Form 332, Base Civil Engineer Work Request
- 23.2. AF Form 592, USAF Welding, Cutting and Brazing Permit
- 23.3. AF Form 1487, Fire Prevention Visit Report

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Chief, Base Information Management

**Attachment 1****END-OF-DAY BUILDING CHECKLIST**

Accomplished

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Supervisors and Managers will check the following items:

**A1.1. HOUSEKEEPING:**

A1.1.1. Proper control and disposal of trash.

A1.1.2. Proper storage of cleaning materials.

**A1.2. SMOKING MATERIALS.** Proper disposal facilities used.

**A1.3. ELECTRICAL:**

A1.3.1. Nonessential electrical appliances disconnected.

A1.3.2. Nonessential lighting turned off.

**A1.4. FLAMMABLE LIQUIDS.** Flammable liquids stored properly and secured.

**A1.5. EXITS:**

A1.5.1. Lights operative.

A1.5.2. Exit signs posted.

A1.5.3. Doors unobstructed.

**A1.6. FIRE EXTINGUISHERS.** Fire extinguishers, first-aid firefighting appliances and installed fire protection systems in good condition.